



jitasa

Roles and Responsibilities include...

Directing Onboarding and Setup

- ◆ Set-up of accounting software
- ◆ Review of Chart of Accounts, tracking systems, etc.
- ◆ Develop ongoing schedules, processes, & procedures
- ◆ Define roles and responsibilities on both Client and Hillel side

Managing Bookkeeping & Accounting

- ◆ Entry of all revenue and expense transactions
- ◆ Grant and Program allocations and tracking
- ◆ When selected, managing the documentation, approval, and payment process for all bills
- ◆ Monthly reconciliation & close
- ◆ Preparation and delivery of monthly financial statements

Standard Annual Processes

- ◆ Thorough bookkeeping review for fiscal year
- ◆ Preparation for and support during audit or review
- ◆ Preparation, distribution, and filing of 1099s
- ◆ When selected, preparation and filing of Federal Form-990 tax documents

Hillel

Roles and Responsibilities include...

Executive Stakeholder

- ◆ Hillel Decision Maker
- ◆ Align Activity to Support Mission/Goals
- ◆ Review and Discuss Contract and Fees
- ◆ Periodic Communication with Primary Account Manager

Approver

- ◆ Review & Approve A/P Invoices & Requests
- ◆ Review & Approve Payroll
- ◆ Utilize Electronic Approval Processes
- ◆ Communication Schedule Based on A/P and/or Payroll Timelines

Coordinator

- ◆ Account Manager's Primary Point of Contact within the Hillel
- ◆ Answer General Questions
- ◆ Provide Information and Documentation
- ◆ Regular Communication with Primary Account Manager